
The City of Belmont Announces an Opening for:



Recreation Supervisor

Recreation Programs

Apply Here

\$73,697 - \$94,056 Annual Salary

Plus Comprehensive Benefit Package

Application Filing Deadline: August 17, 2015 – 5:00 p.m.

POSITION

The Recreation Supervisor must be versatile and innovative with excellent management, organizational and public relations skills. The incumbent will be responsible for recruiting, screening and contracting with program instructors; coordinating and scheduling facility use; partnering with non-profit and private organizations to provide enrichment classes, camps and community events; developing program content for the seasonal activity guides. This position's primary focus will be working in the recreation programs area, but may be required to work in other areas within the department as necessary.

Examples of Essential Functions:

- The recruitment, supervision and management of contract instructors, and part-time staff.
- Facilitate in-service training opportunities for staff including: safety, 1st Aid/CPR/AED, program and curriculum development, mandated reporter and customer service.
- Confer with management to discuss and resolve participant/customer concerns or complaints.
- Utilize InDesign software program, social media, website, traditional print media, and industry contacts to market classes, camps and community events using best practice marketing strategies.
- Maintain high standards for community engagement and providing quality customer service.
- Utilize customer service skills to maintain positive work relationships with all levels of City staff, service providers, partner organizations, and external customers.

Issued July 17, 2015

Employment Standards

Knowledge of:

- Techniques and strategies for recruiting, hiring, training, supervising and evaluating staff.
- Management of part-time staffing constraints including conformance with PERS and the Affordable Care Act.
- Recent developments, current literature and information related to general recreation and contract class development, implementation, marketing, pricing and trends.
- Evaluation of customer feedback using Microsoft Excel or other appropriate tool and use of data to prepare reports and presentations for management, City Manager, and City Council.
- Government policy and procedures including budgeting, amending existing policies, and working collaboratively with other City departments.
- Principles and practices for providing quality customer service.

Ability to:

- Select and supervise the work of part-time staff.
- Manage high volume of class offerings and coordinate and schedule facilities for program use.
- Supervise multiple service areas and programs within the recreation division.
- Problem-solve and trouble shoot problems within assigned program.
- Prepare and administer program budget.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain positive and effective working relationships with those contacted in the course of work, including internal and external customers.
- Demonstrate appropriate stress management techniques to manage difficult situations.
- Work in a government environment including transparency, public scrutiny, and customer management.
- Operate office equipment including computers and Microsoft Office software.
- Analyze data using Active software to evaluate program success, identify trends, and conduct surveys of users.
- Ability to move, set-up and store tables and chairs if necessary.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

Experience:

A minimum of three years of responsible full-time experience coordinating and supervising multiple programs including developing and marketing contract classes and activities.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in recreation, public administration, marketing, kinesiology, business or a closely related field.

Certifications/Licenses:

Possession of, or the ability to, obtain a valid California Driver's License. First Aid and CPR/AED certifications are highly desirable.

Desirable Qualifications

One to two years of supervisory experience with a comparable agency. Previous experience contracting with instructors, developing partnerships with non-profit organizations, and working with Activenet software highly desirable.

Important Information

The summer months (mid-June through mid-August) are especially busy for the department and this key position. The incumbent will be expected to refrain from taking vacation leave during this period unless special arrangements have been made with his/her supervisor and the Department.

APPLICATION PROCESS

Applications must be submitted via CalOpps.org. Supplemental Questions will be included with the CalOpps application. Incomplete applications and/or applications without responses to the supplemental questions will not be accepted.

SELECTION PROCESS

All applications will be reviewed and the most qualified applicants will be selected to continue in the selection process. Possession of the minimum qualifications does not guarantee continuance in the selection process.

The selection process may consist of, but is not limited to, the following: 1) Panel Interview and 2) Department Interview. In addition, finalists will be required to undergo a reference check, criminal history fingerprinting, pre-employment physical and pre-employment drug testing.

Recruitment/Selection Timeline

Panel Interviews: September 3, 2015

Department Interviews: Week of September 7, 2015

Tentative Candidate Start Date: October 19, 2015

The City of Belmont is an Equal Opportunity Employer (EOE).

The City of Belmont complies with the employment provisions of the Americans with Disabilities Act (ADA) and will make reasonable efforts in the recruitment process to accommodate persons with disabilities. Please advise Human Resources of special needs with reasonable advance notice.